

**TOWN OF SPRINGFIELD, COLORADO  
COLORADO OPEN RECORDS ACT REQUEST FORM**

**Directions:** Please use this form to request records under the Colorado Open Records Act (“CORA”) (C.R.S. §24-72-201, *et seq.*). Return the form to the Tammy Newman, Town Clerk by email to [newman@springfieldco.gov](mailto:newman@springfieldco.gov), or by mail or delivery to Town Clerk, 748 Main Street, P.O. Box 4, Springfield, Colorado 81073. The Town of Springfield’s CORA fees and policies are set out on page 2.

**Date of Request:** \_\_\_\_\_

**Contact Information:**

Requestor Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Records Requested (attach additional pages if necessary)**

*Please be as specific as possible (e.g., provide sufficient information, including if possible, date ranges, document titles, etc. such that Town Staff is able identify responsive records).*

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**Requested Method of Delivery (check one)**

In-Person Inspection  
(Date / Time Requested: \_\_\_\_\_)

Printed Copy for Pick-Up

Mail USB Flash Drive to Requestor

Email to Requestor

Mail Hard Copy to Requestor

Office Use Only:  
Date / Time Received: \_\_\_\_\_  
Date / Time Responded: \_\_\_\_\_

## CORA POLICIES AND FEE SCHEDULE

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**Timing of Fulfillment:** Requests will be fulfilled in accordance with applicable law. Generally, records requests will be fulfilled within three business days. If extenuating circumstances prevent a three-business-day turnaround, Town Staff will provide a timing estimate within three business days. Please be advised that the Town of Springfield has limited Staff resources, and Town offices are closed on Fridays and legal holidays. Requests that are delivered to the Town after business hours will be considered “received” on the following business day.

**Deposits:** The Town may charge a deposit in an amount that approximates the cost of Hourly Fees (see below), production, and delivery prior to commencing work on a CORA Request.

**Fee Schedule:** In accordance with applicable law, the Town of Springfield charges the following fees to recoup a portion of its costs in fulfilling CORA Requests:

*Hourly Fees for Research, Retrieval, and Administration.*<sup>1</sup> The Town charges **\$33/hour** for Staff time dedicated to research, records retrieval, redaction (in instances where such is required or otherwise in accordance with applicable law), database work, production / printing, and administration (collectively, “**HOURLY FEES**”) in response to a CORA Request. As provided by State law, **the Town does not charge for the first hour.**

However, to ensure that the Town is able to continue to fulfill requests efficiently, for the purposes of the assessment of Hourly Fees, the Town may consider all CORA Requests submitted by the same Requestor within three business days of each other as a single CORA Request if the Town Clerk determines that such requests relate to similar records, issues, individuals, transactions, meetings, or research items. However, once a response to a CORA Request is delivered to a Requestor, that CORA Request shall no longer be aggregated with subsequent CORA Requests for the purposes of fee calculations.

*Fees for Hard Copies of Public Records.* In addition to the Hourly Fee set forth above, the Town charges the following amounts for hard copies and delivery of Public Records:

Paper, standard page (one sided print, up to 11” x 17”) .....	\$0.25 / page <sup>2</sup>
Paper, oversized (larger than 11” x 17”) or large volume (including oversized maps and photographs, as well as other documents requested in a special size, resolution or format) sent out for creation, scanning, or copying by a third-party vendor due to limited Town resources or equipment .....	Actual Vendor Charge
Records retrieved from off-site storage by a third-party vendor: .....	Actual Vendor Charge
Certified letter verifying records provided are certified copies .....	\$5.00

*Fees for Electronic Copies of Public Records.* In addition to the Hourly Fee set forth above, the Town charges the following amounts for electronic copies of Public Records:

Documents in electronic format (only for records normally maintained in electronic format).....	No Charge
USB Flash Drive (2GB).....	\$2.50 per Flash Drive <sup>3</sup>

*Fees for Delivery of Public Records.* In addition to any other charges set forth above, the Town charges the following amounts for delivery of copies of Public Records:

Electronic Delivery, or Inspection of Records at Town Hall .....	No Charge
U.S. Mail Delivery .....	Actual Cost

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<sup>1</sup> See generally, C.R.S. § 24-27-205 *et seq.* for statutory authorization

<sup>2</sup> For standard pages, there is no charge for the first 20 (one-sided) pages

<sup>3</sup> If a larger capacity USB Flash Drive is necessary, the charge for the drive will be the actual cost to the Town of obtaining it. The Town does not generally stock USB Flash Drives larger than 2GB, so responses to requests that require such drives may be delayed.